

Health and Safety Policy 2024

Part 1 STATEMENT OF INTENT

This is the health and safety policy of *Divoky Riding School and South West Riding Community Interest Company based at Manor Farm Downhead Shepton Mallet Somerset BA4 4LG*

Tel : 01749880233 Proprietors : Mrs Patricia Lawrence and Mr Martin Lawrence

Our health and safety policy is to:

Prevent accidents and cases or work related ill health

Manage health and safety risks in our workplace

Provide clear instructions and information, and adequate training, to ensure employees are competent

Provide personal protective equipment or where the employee or client provides their own to check it is safe and to current insurance standards

Consult with our employees and volunteers on matters affecting their health and safety provide and maintain safe plant and equipment

Ensure safe storage and handling of substances

Maintain safe and healthy working conditions

To train employees and volunteers to be able to implement emergency procedures, including evacuation in the case of fire or any other significant incident

record all training of staff and volunteers and keep this up to date

review and revise this policy regularly

Signed : *Patricia J Bishop*

Date 2/7/2023

Print Name Patricia Bishop.....Review Date 1/7/2024

Reviewed 09/05/2024 *Patricia J Bishop*

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Reviewed 30/08/2024 Name: *Patricia J Lawrence* Mrs Patricia J Lawrence



Part 2: Responsibilities for health and safety

1. Overall and final responsibility for health and safety : The business partners

Ms Patricia Bishop and Mr Martin Lawrence

2. Day-to-day responsibility for ensuring thi policy is put into practice:

Ms Patricia Bishop

Tel 07971207037

1 Manor Farm Cottages Manor Farm Downhead Shepton Mallet BA4 4LG

3. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Patricia Bishop:

Consulting employees, risk assessments, accident reporting, RIDDOR, first aid, work related ill health, monitoring health and safety, accident and ill health investigating, emergency procedures, fire and evacuation. All safeguarding matters

Martin Lawrence:

Maintaining facilities, land management and equipment, information and signage, supervision and training, second safeguarding lead.

All coaches:

First aid reporting, incident and near miss reporting, safeguarding reporting.

4. All employees and volunteers should:

Co-operate with supervisors and managers on health and safety matters

Take reasonable care of their own health and safety; and

Report all health and safety concerns to an appropriate person as detailed above in a timely manner and in writing as per company policy and in line with current training.



DIVOKY

Riding School

Part 3 Arrangements for health and safety

Risk assessment

We will complete relevant risk assessments and take action within the shortest possible time frame to remedy any deficiencies identified in our practices. Where these are identified there will be a recorded training update for all staff and any volunteers who are affected by changes to current policy or working practices.

We will review risk assessments when working practice, habits or conditions change or if there is a near miss report or an incident that the health and safety lead decides warrants such action.

Training

We will give staff, sub-contractors and volunteers health and safety inductions and provide appropriate training including working at height, asbestos awareness and electrical and fire safety.

We will provide personal protective equipment and ensure coaches are trained in its correct fitting

We will make sure suitable provisions are in place should employees work remotely

Consultation

We will consult staff routinely on health and safety matters as they arise and formally when we review health and safety

Evacuation

We will make sure escape routes are well signed and kept clear at all times

Evacuation plans are tested from time to time and updated if necessary

